



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

January 25, 2021

John Dahl, Chief Building Inspector  
City of Menomonie  
800 Wilson Avenue  
Menomonie, WI 54751  
[jdahl@menomonie-wi.gov](mailto:jdahl@menomonie-wi.gov)

**VIA EMAIL**

Re: City of Menomonie Jurisdiction Request for Fire Suppression and Fire Alarm Inspections

Dear John Dahl,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3)(g), I delegate your municipality the primary responsibility to do fire suppression and fire alarm inspections of all size buildings in lieu of the Department.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

Please note that § 9-1-10 of your ordinance references COMM chapters within the Wisconsin Administrative Code. The reference of COMM relates to the Department of Commerce, which no longer exists. Please update your ordinance to adopt Wis. Admin. Code § SPS 361-366, and other SPS codes, as applicable.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector certification, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality is you, John Dahl, and that you have the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, Joe Merchak, at (715) 821-1928, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive script.

Michael D. McNally Jr.

Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Joe Merchak, Commercial Building Inspector, Field Services Bureau